



FELBRIDGE PARISH COUNCIL

Meetings are held on the first Thursday of each month (except January and August)
at 7.30pm in the Village Hall

Minutes of the Parish Council Meeting held online on 3rd September 2020 at 7.30 pm

As permitted by the Local Authorities (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392, the meeting of Felbridge Parish Council which took place on 3rd September at 7.30pm was held online.

Present:

Cllr. Georgina Chapman (Chairman)
Cllr. Joan Harwood attended part of the meeting.
Mrs. Patricia Slatter (in attendance)

Cllr. Jeremy Clarke
Cllr. Ian McBryde (Vice Chairman)

1. **APOLOGIES FOR ABSENCE**

Cllr. Huntington; Councillor King and Cllr. Steeds (County Councillor/Interim District Councillor)

2. **DISCLOSURE OF PECUNIARY AND OTHER INTERESTS**

No additions to those already registered.

3. **APPROVE MINUTES OF PREVIOUS MEETING**

Minutes of the Parish Council Meeting held on Thursday 2nd July 2020 were approved and signed.

4. **CHAIRMAN'S REPORT** Nothing new to report

5. **VILLAGE MAINTENANCE**

(i) **Grass Cutting:** A third cut took place in August and a further cut is scheduled for September/October. A corrected final draft contract has now been received from Surrey Highways.

Action: Clerk to review draft contract and circulate to councillors.

(ii) **Off Road Footpath Clearance:** Councillors asked whether the agreed planned works scheduled for July and August to clear the list of footpaths identified as requiring work had yet started.

Action: Clerk to ask the Rights of Way team at Surrey County Council for an update.

(iii) **Pavement Clearance:** Clearance of footpaths alongside the A22, A264 and Crawley Down Road is scheduled for October. Overgrown vegetation will be cut back at ground level. Overhanging vegetation will be cut back to leave a height clearance of 2m. **Action:** Clerk to monitor.

(iv) **Verges at Ward Farm:** Will be progressed once the agreement for grass cutting and verge maintenance has been agreed with SCC. **Action:** Clerk to monitor.

(v) **Bus Shelter:** Clerk has ordered replacement glass for the panel damaged by vandals. It was noted that this was the third time in two years that vandals have caused damage and other options may need to be considered if there are further incidences.

6. **FINANCE** (i) Receipts and Payments for July and August 2020**FINANCIAL RECONCILIATION FOR PERIOD ENDING 31st July 2020**

Date	To / From	Description	Amount	Current Account	Deposit Account
1 July		Brought Forward		£22214.14	£25035.55
		Receipts	0	0	
		Sub-Total		£22214.14	
		Payments			
2 July	Brian Wright	Bus Shelter Glass Cleaning	£40.00	-£40.00	
2 July	Clerk	Payroll June	£810.33	-£810.33	
8 July	Tandridge Voluntary Action	Subscription	£20.00	-£20.00	
9 July	NEST	Pension Payment	£156.49	-£156.49	
15 July	HMRC	Tax & National Ins	£262.69	-£262.69	
		Sub-Total	£1289.51	-£1289.51	
		Transfers	Nil		
31 July		Carried Forward	£20924.63	-£20924.63	£25,035.55
		Less Unbanked Transactions			
		Bank Balances including unbanked transactions	£20924.63	£20924.63	£25,035.55
31 July	Available Funds - Current a/c plus Deposit a/c excluding unbanked transactions			£45960.18	
31 July	Allocated Reserves (traffic calming £2k, bus shelter £6k, playground £15k, skateboard ramp £2k, grass cutting £1k)			-£26000.00	
31 July	General Reserve (Available Funds minus Allocated Reserves)			£19960.18	
Current Account Bank statement was circulated to councillors on 3 rd August 2020 along with the above record of receipts and payments for transparency and confirmation of accuracy					

FINANCIAL RECONCILIATION FOR PERIOD ENDING 31st August 2020

Date	To / From	Description	Amount	Current Account	Deposit Account
1 Aug		Brought Forward		£20924.63	£25035.55
		Receipts	0	0	
		Sub-Total		£20924.63	
		Payments			
4 Aug	Nick Dance	Grass Cutting June	£468.00	-£468.00	
4 Aug	Clerk	Payroll July	£810.53	-£810.53	
4 Aug	HMRC	Tax and National Insurance	£262.49	-£262.49	
6 Aug	Brian Wright	Bus Shelter Glass/Frame Cleaning	£50.00	-£50.00	
7 Aug	NEST	Pension Payment	£156.49	-£156.49	
		Sub-Total	£1747.51	-£1747.51	
		Transfers	Nil		
31 Aug		Carried Forward		£19177.12	£25,035.55
		Less Unbanked Transactions			
		Bank Balances including unbanked transactions		£19177.12	£25,035.55
31 Aug	Available Funds - Current a/c plus Deposit a/c excluding unbanked transactions			£44212.67	
31 Aug	Allocated Reserves (traffic calming £2k, bus shelter £6k, playground £15k, skateboard ramp £2k, grass cutting £1k)			-£26000.00	
31 Aug	General Reserve (Available Funds minus Allocated Reserves)			£18212.67	
Current Account Bank statement was circulated to councillors on 2 nd September 2020 along with the above record of receipts and payments for transparency and confirmation of accuracy					

- (ii) **S137 Grant Request:** Hedgecourt Scouts submitted a request for a £200 grant to plant trees in the woods behind Felbridge Village Hall in commemoration of the VE Day anniversary. **Agreed:** The £200 grant was approved. **Action:** Clerk to liaise with Scout Leader and prepare payment.
- (iii) **GACC Membership Fee Request:** **Agreed:** Councillors decided against becoming full members.
- (iv) **Covid Financial Assistance Grant:** A one-off grant of £1500 is available to Parish Councils through Tandridge District Council to be used to support residents as schools return. **Agreed:** It was proposed by Councillor Chapman and agreed by all councillors that the funds should be handed over to Felbridge Primary School since they were best placed to identify and directly assist those in need of support. **Action:** Clerk to apply for loan and liaise with School Manager.
- (v) **National Salary Review for Parish Clerks:** The National Association of Local Councils have announced agreement of a 2.75% increase for Clerks to be backdated to 1st April. **Action:** Clerk to send documents to Payroll Manager with copies to the Chairman and Vice Chairman for information.

7. COUNTY COUNCILLOR UPDATE:

Cllr. Steeds sent a report through the Clerk.

- (i) The local Highways Officer had met with Cllr. Clarke regarding the overgrown vegetation at Furnace Wood layby. He would arrange for vegetation to be cut back, although this was not considered a priority, but was unable to do anything about the tree growth.
- (ii) Surrey County Council have announced their intention to become a Unitary Authority taking on the responsibilities currently under control of District and Borough Councils. A government white paper on the subject is due to be published later this month.

8. COUNCILLORS' REPORTS/UPDATES

- (i) **Overhanging Trees on A22:** Clerk has written to residents to ask with trees overhanging the footpath to have them cut back to provide a height clearance of 2m.
- (ii) **Hedgecourt Lane Area:** Cllr. Joan Harwood reports that there are still issues with anti-social behaviour, vandalism and drug taking in this area.
- (v) **Vehicle Activated Sign on A22:** Clerk has asked the landowner to have the overgrown hedges cut back to allow the VAS to be clearly seen by approaching vehicles.

9. SURREY HIGHWAYS:

- (i) **West Park Road:** Delayed roadworks to replace the water main will now start on 10th September and run through until December 2021. This will involve a mix of temporary lights and full closures with diversions through the A22/A264 Star Junction.
- (ii) **Roadworks on Adjoining Roads:** WSCC roadworks to install a 'pop up' Cycle Lane from the county boundary near the junction of the A22/A264 Star Junction going through to Maypole Road in East Grinstead will operation from 7th-18th September with temporary traffic light control. This will include the installation of bollards.

10. PLANNING

(i) Applications in Felbridge

Applications considered at the Planning Meeting held online on 16th July attended by Councillors Chapman, Clarke, King and McBryde.

TA/2020/1121 Wychwood, Mill Lane, Felbridge RH19 2PF Single storey rear extension

Resolved: No Action

TA/2020/825 Edenbrook, Wire Mill Lane, Newchapel, RH7 6HJ Erection of a detached building to provide a swimming pool, associated plant, a gym, shower room and ancillary space (Certificate of lawfulness for existing development)

(A member of the public attended this meeting to address councillors on this application).

Resolved: Felbridge Parish Council are unable to comment on this application which will be determined by the Tandridge District Council legal team.

TA/2020/1064 Ferndale, Domewood, Copthorne, RH10 3HD Single storey front, side and rear extensions

Resolved: Felbridge Parish Council are concerned about the large increase in floor area and volume in the Green Belt. Additional concerns are raised regarding the potential impact on the neighbouring property of the long, flanking extension with windows.

TA/2020/1069 Churchill Stud, West Park Road, Newchapel RH7 6HT Agricultural Barn

Resolved: No Action

TA/2020/1147 Hunters Oak, 102 Copthorne Road, Felbridge RH19 2NU Single storey rear extension.

Resolved: No Action

Applications considered at the Planning Meeting held online on 1st August and attended by Councillors Clarke, Huntington and McBryde

TA/2020/1052 Garthfield Barn, London Road, Felbridge, RH19 2QZ Conversion of existing quadrangle of buildings to comprise 2 x 2-bed residential units, courtyard extension and parking.

Resolved: Felbridge Parish Council support the use of redundant buildings and the provision of smaller dwellings. However, Felbridge Parish Council are concerned about the sustainability of this location. It is considerably more than the 800m recommended walking distance from facilities and is therefore likely to cause a reliance on car-based transport [ref:APP/D3830/W/16/3156544].

Vehicular access would be across an unmade track with no passing spaces and there would be a lack of residential amenity for the two dwellings with no garden being provided for the dwellings despite them being within a rural setting. It is also noted that this application would result in the loss of stables when applications to build stables elsewhere in the district and in Mid Sussex continue to be submitted, we are therefore concerned that removal of the stables could give rise to the construction of additional stabling within the Green Belt to fulfil this rural need.

Applications considered at the Planning Meeting held online on 20th August and attended by Councillors Chapman, Clarke, Huntington, King and McBryde

TA/2020/1289: 132 Copthorne Road, Felbridge, RH19 2PD Single-storey side and rear extension and loft conversion.

Resolved: No Action

TA/2020/1295 The Lodge, Little Hedgecourt, Copthorne Road, Felbridge RH19 2QQ Rear extension in association with conversion of addition roof space over to habitable accommodation

Resolved: No Action

TA/2020/1297 Copthorne Stud, Effingham Road, Copthorne, RH10 3HY Erection of nine flats with associated access, parking and landscaping.

Resolved: Felbridge Parish Council objects to the application to build nine flats at Copthorne Stud, Effingham Road, RH10 3HY. FPC has reviewed the application and in particular the Design and Access Statement. FPC considers that the construction of nine flats is ‘inappropriate development’ which would encroach on the countryside, result in material harm and cause a serious impact to the openness of the Green Belt. The applicant has not put forward a case for ‘very special circumstances’ as set out within the NPPF. The development does not accord with the Tandridge Local Plan Policies DP10, or DP13 as the proposed development is not within a Defined Village, or the replacement of an existing structure of the same use. CSP1 states that the location of development should take place in built up areas (which are listed) and where there is a choice of mode of transport, but this application does not accord with this policy. There are no substantial changes in the emerging local plan that would alter the position so far as this application is concerned. FPC reiterates that it does not consider this location to be ‘sustainable’ for housing within the meaning of the NPPF. Haskins garden centre and a Public House/Restaurant are close-by, but the provision of any basic amenities and services is approximately two miles away in Copthorne Village. There is no bus service along Effingham Road, and the nearest bus stop (with the exception of an infrequent service to East Grinstead from West Park Road) is at The Duke’s Head which is about a twenty minute walk. The development is therefore totally dependent on the use of the private car.

Felbridge Parish Council raised no objection to the application 2018/1871 (Demolition of the existing single storey front element and the erection of a replacement structure with rear extension to the main sand-school building and formation of new access), as this was a leisure amenity to be provided within the Green Belt under Paragraph 89 of the NPPF, and mirrored in the Local Plan. The applicant has attempted to show that the proposed development would have less of an impact on the Green Belt than the extant consent. However, the images in the Design and Access Statement supporting this claim are misleading and bear no relation to the consented building. There are no supporting ecological and biodiversity surveys with the application, and FPC considers such information to be essential before considering any development in the Green Belt. Felbridge Parish Council objects to this planning application to build nine flats and asks that the application be rejected for the reasons above.

Applications considered at the full Parish Council meeting:
(Councillor Joan Harwood left the meeting before planning applications were considered).

TA/2020/895 Pendas, Herons Lea, Copthorne, RH10 3HE Part single storey, part first floor front, rear and side extensions.

Resolved: No Action

TA/2020/1491 Pooks Hill Cottage, Domewood, Copthorne, RH10 3HD Single storey front extension to garage and front entrance gates.

Resolved: No Action

TA/2020/1505 Pooks Hill Cottage, Domewood, Copthorne, RH10 3HD Open front porch, front/side extension to form dressing room

Resolved: No Action

TA/2020/1459 TPO Hestia, Herons Lea, Copthorne, RH10 3HE Oaks (T1) Reduce crown by 1.5m to appx 13.5m. Reduce lateral spread by 1.5m to 13.5m. (T2/T3) - Reduce Crown by 1.5m.

Resolved: No Action

TA/2020/1435 TPO In front of houses along Twitten Lane, Felbridge, RH19 2NZ Sweet Chestnut x 3 Prune to clear phone lines. Lift canopy by 2 metres. Sweet Chestnut - (T1) - Outside 2/3/4 Remove/stabilise dead sections to new growth Sweet Chestnut (T2) Reduce dead stem to 4m.

Resolved: Felbridge Parish Council object to works being undertaken on the historically significant Evelyn Chestnut trees at this location without the provision of full and detailed evidence of the need for all such works. Trees are referred to only as 'Group 1' with generic data rather than data specific to each tree. A second opinion would provide reassurance of the best quality of tree care.

(ii) **Applications Received by Neighbouring Authorities**

None which directly affect Felbridge

(iii) **Planning Enforcement : 17 Copthorne Road**

Advertising Sign: The developers of this site have submitted an appeal against the refusal of their application to retain the advertising sign. **Action:** Clerk to monitor

11. **CONSULTATIONS**

(i) **MSDC Site Allocations DPD Consultation**

Felbridge Parish Council object to the inclusion of the site SA19 proposal for 200 properties to be built off Crawley Down Road and SA20 for a further 550 properties to be built off Imberthorne Lane on the grounds of infrastructure, transport, policy conflicts and pressure on services. **Action:** Councillors to prepare a full and detailed response before the deadline of 28th September. **Action:** Clerk to file Felbridge Parish Council's response on MSDC website and post on FPC website.

(ii) **Draft Model Code of Conduct for Councillors**

The Local Government Association is working on a new Code of Conduct for Councillors. Information was circulated to councillors on 5th August to enable them to make individual responses.

(iii) **Open Spaces Review, Tandridge District Council**

Tandridge District Council are conducting a review of Open Space leisure, sports and play facilities. The consultation is scheduled to be open for public review and response from 28th September.

Action: Clerk to monitor.

(iv) Government Reform of the Planning System

To be discussed at the next full meeting on 1st October. **Action:** Clerk to include on Agenda.

(v) Local Government Reorganisation

Surrey County Council have put forward a proposal which would allow them to become a single unitary authority taking over the responsibilities currently managed by District Councils. A government white paper on the subject is due in September. **Action:** Councillor Chapman to attend an online meeting of District Councillors and Officers and Parish Council Chairmen on 15th September and report back to the October meeting.

12. RESUMPTION OF PUBLIC MEETINGS

The advice from the National Association of Local Councils and the Society of Local Council Clerks is for meetings to continue to be held remotely. **Resolved:** While councillors would prefer to return to public meetings, it was agreed that the meeting scheduled for 1st October would be held remotely and that the option of returning to public meetings would be reviewed each month. It was noted that Felbridge Village Hall has now reopened with strict Covid guidelines in place. Felbridge Parish Council's room rental period would be extended to compensate for the period from 20th March-17th August when the Committee Room was unavailable. **Action:** Clerk to manage

13. CLERK'S REPORT**(i) Correspondence from Residents:**

Included concerns about advertising signs; fencing; skateboard ramp; SA19 Site Allocation; Copthorne Stud planning application.

(ii) MSDC Funding Request for Leisure and Sports Facilities in Felbridge:

The Clerk has written to MSDC to ask that part of the £87K funding from the 11A Crawley Down Road development which has been allocated to children's playing space; kickabout sport and formal sport should be used to improve the existing facilities in Felbridge rather than those on Imberhorne Lane. The Felbridge playground, field and sports ground will be less than 100m from this development while the Imberhorne Lane facilities will be 1.5km away. Residents will reasonably ignore or be unaware of the invisible county line and use the facilities on their doorsteps.

(iii) Speed Watch: Surrey Police have confirmed that there are no sites on the A22 which meet the criteria for a Speed Watch location, i.e. There must be a clear line of sight of at least 100 metres to the approaching or leaving vehicles; the site must have a safe area of at least 2.5 metres from the edge of the road to allow pedestrian room to pass; CSW activity is not blocking entrance to - or exit from affected properties; CSW operators and their activity is clearly visible to drivers of approaching vehicles; site is in 20mph, 30mph or 40mph speed limit zone; vehicles cannot be recorded within 200 metres of the start, end or change in speed limit; site cannot be preceded by Vehicle Activated Signs. The only suitable site on the A264 Copthorne Road is already monitored by Police.

14. DATES OF NEXT PARISH COUNCIL AND PLANNING MEETINGS

The next full Parish Council meeting will take place online on Thursday 1st October at 7.30pm. A planning meeting is scheduled for Thursday 17th September.

The meeting closed at approximately 2120.

Patricia Slatter
Clerk to Felbridge Parish Council

